



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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No. BSE/P&P/460/2026

Dated 08-09-2026

Notice Inviting Tender

Sealed bids are invited from interested suppliers/firms for items mentioned below:-

<u>S. No.</u>	<u>Name of Items</u>	<u>Bid Security</u>	<u>Tender Fee</u>	<u>Completion Time</u>
1.	Procurement of Services for Board's Annual Events/ Occasions (Annual Contract)	Rs.360,000/- (Rupees Three Lac Sixty Thousand only) (Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi	Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi	One week after assignment of each task which may be increased or decreased due to demand of time/situation

Note:-

(Complete specification of above items are mentioned in bid documents)

2. ELIGIBILITY CRITERIA

- Tender Fee @ Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi
- Bid Security @ Rs.360,000/- (Rupees Three Lac Sixty Thousand only) (Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi
- 03 years experience in the relevant field
- Turn-over of last three years having a sum of minimum Rs.36,000,000/- (Rupees Thirty-six Million) (copy of Financial Statement/Audit Report be attached)
- Registration with EPADS (SPPRA)
- Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax
- Registration with the Sindh Revenue Board (SRB)
- An Undertaking on Stamp Paper (Rs.200/-) as per specimen attached with Bid documents



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3. Method of Procurement: (Single Stage One Envelope Procedure)

4. Bidding/Tender Documents:

- i. **Issuance:** Bid Documents will be issued from the first date of publication/hoisting to Tuesday 29-09-2026 up to 01:30 p.m.
- ii. **Submission:** Last date will be Tuesday 29-09-2026 up to 02:00 p.m.
- iii. **Opening:** will be opened on Tuesday 29-09-2026 up to 02:30 p.m.

5. Terms & Conditions:

a) Under following conditions bid will be rejected:-

- i. Conditional bids/tenders
 - ii. Bids not accompanied by Tender Fee and Bid Security of required amount and form
 - iii. Bids received after specified date and time
 - iv. Bids of Blacklisted firms
- (Detailed Terms & Conditions are mentioned in bid documents)*

b) Bid Validity Period: 90 days from the date of opening of Tender.

c) Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended up to date).

d) Purpose and Scope: Smooth conduct of SSC Examinations.

6. In case any inconvenient situation created in the city or public holiday is declared by the Government on the date of opening of tender, the next official working day shall deemed to be the last date for issuance, submission and opening of bids/tenders at the same time as mentioned.

(Convener Procurement Committee)

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**PRICE: RS.2,000/-
(NON-REFUNDABLE)**

BIDDING DOCUMENTS FOR NATIONAL COMPETITIVE BIDDING

SINGLE STAGE – ONE ENVELOPE PROCEDURE

TENDER FOR PROCUREMENT OF SERVICES FOR BOARD'S ANNUAL EVENTS/OCCASIONS ANNUAL CONTRACT)

***IN RESPECT OF THE
IFB No.BSE/P&P/460/2026 dated 08-09-2026***



PART ONE (FIXED)

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

Issued by:

(P&P Section)
Board of Secondary Education
Karachi



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Note:-

(Complete specification of above items are mentioned in bid documents)

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- 03 years experience in the relevant field
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INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per draft Bidding Documents issued by SPPRA. For further references the same may be downloaded from SPPRA's EPADS website <https://portalsindh.eprocure.gov.pk/#/> or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of Contract	Procurement of Services for Board's Annual Events/Occasions (Annual Contract)
ITB 4.1	Name of Procuring Agency	Board of Secondary Education Karachi
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Secondary Education Nazimabad, Karachi-75990 Tel: 99260252-6 Tel: 99260079 Fax: 99260262 Website: www.bsek.edu.pk Email: pnnp@bsek.edu.pk
ITB 8.1	Language of the bid	English, Urdu or Sindhi

BID PRICE AND CURRENCY	
ITB 11.2	The price shall be in Pakistani currency inclusive of all taxes, conveyance, transportation, material and labour charges etc. involved therein.
ITB 11.5	During the entire period of bid validity, the price shall be fixed and the bidder will have to provide the services/execute the jobs as per approved specification/description and quoted rates.



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PREPARATION AND SUBMISSION OF BIDS		
ITB 13.3 (d)	Qualification Requirements	- Tender Fee @ Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) in shape of Pay Order in the name of <i>Secretary</i>, Board of Secondary Education Karachi <i>Note: Prior to submission of Bids, the bidders shall submit Pay Order of Tender Fee in the Accounts Section of the Board accompanied by a request letter on the bidder's official Letter Head and must obtain the receipt/slip which shall be submitted with the Bid. Failure to submit the required receipt/slip with the bid may render the bid as non-responsive.</i> - Bid Security @ Rs.360,000/- (Rupees Three Lac Sixty Thousand only) (Refundable) in shape of Pay Order in the name of <i>Secretary</i>, Board of Secondary Education Karachi 03 years experience in the relevant field - Turn-over of last three years having a sum of minimum Rs.36,000,000/- (Rupees Thirty-six Million) (copy of Financial Statement/Audit Report be attached) - Registration with EPADS (SPPRA) - Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax - Registration with the Sindh Revenue Board (SRB) - An Undertaking on Stamp Paper (Rs.200/-) as per specimen attached with Bid documents
ITB 15.1	Amount of bid security (refundable)	Rs.360,000/- (Rupees Three Lac Sixty Thousand only) (Refundable), which should be submitted in shape of Pay Order in the name of <i>Secretary</i>, Board of Secondary Education Karachi and shall remain valid for a period of 28 days beyond the bid validity date.
ITB 16.1	Bid Validity Period	90 days from the date of opening of Tender.



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ITB 17.1	Number of copies	02 Copies of the Bid shall be submitted by the bidder. One soft/e-copy of bid as submitted on EPADS (SPPRA) website and one hard copy of the same in sealed envelope.
ITB 18.2 (a)	Address for bid submission	The office of the <i>Secretary</i> (Room No. 33), 1 st Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.
ITB 18.2 (b)	IFB title and number	Title: Procurement of Services for Board's Annual Events/Occasions (Annual Contract) IFB No: <i>BSE/P&P/460/2026</i> <i>dated 08-09-2026</i>
ITB 19.1	Deadline for bid submission	Tuesday 29-09-2026 up to 02:00 P.M
ITB 22.1	Time, date, and place for bid opening	E-Bids duly submitted on EPADS (SPPRA) website up to <u>02:00 P.M</u> and will be opened on the same day at <u>02:30 P.M</u> at the Meeting Room of the Board, 1 st Floor, Block-B, Board of Secondary Education, Nazimabad Karachi, in presence of the bidders' representatives who choose to attend at 02:30 P.M on Tuesday 29-09-2026.
ITB	Estimated Cost	Rs.18,000,000/- (Rupees Eighteen Million) approx.
ITB 25.4 (b)	Delivery schedule	The jobs shall be executed at our site within stipulated time as mentioned in the Contract Award/Job Order. Minimum time period will be at least one week after assignment of each task which may be increased or decreased due to demand of time/situation.



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BID EVALUATION CRITERIA

Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Tender Fee & Bid Security and the bid is properly submitted on EPADS (SPPRA) website. Submission of E-bid on EPADS (SPPRA) website is mandatory failing which hard copy of the same if submitted in this Office, shall not be entertained.

Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Tender Fee & Bid Security shall be rejected.

Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.

The bidders shall submit Pay Order of Tender Fee in the Accounts Section of the Board accompanied by a request letter on the bidder's official Letter Head and must obtain the receipt/slip which shall be submitted with the Bid. Failure to submit the required receipt/slip with the bid may render the bid as non-responsive.

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

The bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted/prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.

The procurement under this contract is made for a certain volume or quantity of particular services over a specific period against an agreed sum or rate (lump sum or per item).

The contract/rates once approved, shall remain valid for one year from the date of issuance of Contract Award and the jobs shall be assigned from time to time, as and when required, during the entire financial year.

Bids shall be evaluated on quality-cum-rate basis.

The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest Submitted Price" shall be awarded the Procurement Contract.



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SECTION III.

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. DEFINITIONS (GCC CLAUSE 1)

1)	GCC 1.1 (g)	The Procuring agency is:	Board of Secondary Education Karachi.
2)	GCC 1.1 (h)	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	GCC 1.1 (j)	The Project Site is:	Same as GCC 1.1(g) mentioned above.

2. COUNTRY OF ORIGIN (GCC CLAUSE 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

3. PERFORMANCE SECURITY (GCC CLAUSE 7)

1)	GCC 7.1	The amount of performance security, as a percentage of the Contract Price, shall be upto 05 (Five) percent of the Contract Price which should be submitted in shape of Pay Order in the name of <i>Secretary</i> , Board of Secondary Education Karachi.
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4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

5. GOVERNING LANGUAGE (GCC CLAUSE 29)

1)	GCC 29.1	The Governing Language shall be:	English.
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6. NOTICES (GCC CLAUSE 31)

GCC 31.1 — Procuring agency's address for notice purposes:

Office of the Assistant Secretary (P&P) Room No. 40, 1st Floor, Block-B, Board of Secondary Education, Nazimabad Karachi.

7. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
 - i. rejection of the unsatisfactory Supplied material
 - ii. Blacklisting of the firm
 - iii. Deduction of amount from 2% to 10% per week of the total value of Bill
 - iv. Liquidated damages shall be deducted in accordance with SPPRA Rules
 - v. forfeiting of whole Bid Security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found in the services/works done by Contractor
- c) In case the rates of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to provide services in time or in the required quantity or quality



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8. THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:

- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- (b) accept or reject all or any bid.
- (c) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.
- (d) to recast and amend the contents of the material at any stage before final machine proof is Okayed/approved.
- (e) of accepting whole or any part of the Tender for portion of the quantity offered by the Bidders on quality-cum-rate basis. The Contract Award will be given to one or all Bidders for part/or full supply against the lowest rates & quality approved by the Board.
- (f) to extend/renew this contract at the agreed/approved rates over a period of time not exceeding one year and rates not exceeding 10% subject to mutual consent.
- (g) take any other action permissible under the applicable procurement framework.



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9. SPECIAL CLAUSE (TERMS & CONDITIONS)

- 1) Under following conditions bid will be rejected:-
 - i. Conditional bids/tenders
 - ii. Bids not accompanied by Tender Fee and Bid Security of required amount and form
 - iii. Bids received after specified date and time
 - iv. If more than one rate for a single item has been quoted
 - v. Bids of Blacklisted firms
- 2) Bids of only those Bidders will be evaluated who can fulfill the Eligibility Criteria and enclose Tender Fee & Bid Security and the bid is properly submitted on EPADS (SPPRA) website. Submission of E-bid on EPADS (SPPRA) website is mandatory failing which hard copy of the same if submitted in this Office, shall not be entertained.
- 3) Shortcomings in submission of documents related to Eligibility Criteria or non-submission of Tender Fee & Bid Security shall be rejected.
- 4) Prior to submission of bids, the bidders may obtain further information and completely satisfy themselves about the required items for which they are bidding for.
- 5) The bidders shall submit Pay Order of Tender Fee in the Accounts Section of the Board accompanied by a request letter on the bidder's official Letter Head and must obtain the receipt/slip which shall be submitted with the Bid. Failure to submit the required receipt/slip with the bid may render the bid as non-responsive.
- 6) An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
- 7) The bidders shall submit only one rate for every item. Dual rates or alternate bid is strictly restricted/prohibited. In case a bidder has quoted more than one rate for a single item, its bid shall be rejected.
- 8) The procurement under this contract is made for a certain volume or quantity of particular services over a specific period against an agreed sum or rate (lump sum or per item).
- 9) Bids shall be evaluated on quality-cum-rate basis.



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- 10) The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract.
- 11) The bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the Bidder.
- 12) The Contract Award may be assigned at any time during the period of bid validity.
- 13) The successful bidder will have to deposit Performance Security upto 5% of the Contract price.
- 14) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Validity of performance security shall extend to cover defects liability period and subject to final acceptance by the procuring agency.
- 15) Placement of Contract Award will be subject to payment of Performance Security.
- 16) Successful bidder shall not assign, transfer, or outsource the whole or any part of the awarded work to another person, firm, or agency without obtaining prior approval from the Board. The contractor shall remain fully responsible for the quality, timely completion, performance, and compliance of the work, even where sub-contracting is approved. Any sub-contracting carried out without the Board’s prior approval shall be treated as a breach of the contract, and the Board may take appropriate contractual action, including rejection of the sub-contracted work, imposition of penalties, or termination of the contract.
- 17) The successful bidder shall submit copies of the valid Computerized National Identity Cards (CNICs) of their staff/labour deployed for providing services to the Board. The successful bidder shall not be allowed to engage or deploy any child labour or any personnel who do not possess a valid CNIC, failing which the Contract may be terminated
- 18) All staff/labour deployed by the successful bidder to work in the premises of Board for 06 hours or more, either in any shift (morning, evening or night), shall be required to record their daily attendance, including both arrival and departure, through the Board’s Facial Recognition Biometric System. Failure to comply with this requirement shall render the corresponding payment claim/bill liable to rejection, and the Board shall not be obligated to entertain or process such claim.



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- 19) The staff/labour deployed by the successful bidder to work in the premises of Board for less than 06 hours in a day shall be exempted to record their Biometric attendance. However the successful bidder shall maintain their manual attendance records which shall be produced upon demand.
- 20) Successful bidder is permitted to claim part payment after completion/execution of the jobs of different Sections of the Board, in respect of Contract Award.
- 21) All the jobs shall be executed within the premises of the Board.
- 22) The quoted rates shall be in Pakistani currency inclusive of all taxes, conveyance, transportation, material, stamps, ink, stationery, computer, printer, toner and labour charges etc. involved therein.
- 23) Successful bidder shall be liable to provide the services according to the Contract Award and submit their bill(s) duly verified by the respective/concerned Officer(s) for payment.
- 24) SPPRA Rules-2010 (Amended up to date) shall strictly be followed.

10. EQUIVALENCY OF STANDARDS AND CODES

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words “or at least equivalent.”

Reference to the required weight/grammage where used, a difference of plus/minus 05 should be tolerated.



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SECTION-IV.

SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS:

The contract/approved rates shall remain valid for one year from the date of issuance of Contract Award and the jobs shall be assigned from time to time during the entire financial year, as and when required. The jobs shall be completed within stipulated time as specified by the concerned departmental head. Minimum time period will be at least one week which may be increased or decreased due to demand of time/situation.

MODE OF PAYMENT

MODE OF PAYMENT:

The currency of payment shall be Pak. Rupees.

The Supplier's request(s) for payment shall be made to the Board in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted, and upon fulfillment of other obligations stipulated in the Contract.

Payment shall be made 100% of the Contract Price on complete delivery of awarded items to Store(s) within thirty (30) days on submission of claim supported by Acceptance Certificate from the Authorized Officers of the Board declaring Goods have been delivered and that all contracted services have been performed.

Part payment on part supply/service may be allowed only in case when permitted/approved by the Chairman BSE, Karachi.



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CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20 _____ between Board of Secondary Education Karachi, of Islamic Republic of Pakistan (hereinafter called “the Procuring agency”) of the one part and M/S _____ of Karachi, Pakistan (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., Procurement of Services for Board’s Annual Events/Occasions (Annual Contract) and has accepted a bid by the Supplier/Bidder for the supply of those goods and services in the sum of approximately Rs. _____ (*in figure*) (Rupees _____ (*in words*) only) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring agency’s Notification of Award.
 - (g) the Terms & Conditions laid down in Bidding Documents



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3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by

Convener of Procurement Committee
Board of Secondary Education Karachi

Signed, sealed, delivered by

(for the Supplier/Bidder)



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INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: BSE/P&P/xxxx/2026 Dated: xx-xx-2026

Contract Value: _____

Contract Title: Procurement of Services for Board's Annual Events/Occasions
(Annual Contract)

M/S _____, hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, M/S _____, represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.



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M/S _____, certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/S _____, accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, M/S _____, agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/S _____, as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

Convener of Procurement Committee
Board of Secondary Education Karachi

Supplier/Bidder/Contractor



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UNDERTAKING

I _____ s/o _____ bearing CNIC # _____ holding the
post/designation of _____ in the firm named
_____ having NTN # _____ STRN # _____
SRB # _____ (if any), do hereby solemnly state:-

- i) that the above named firm has never been Blacklisted in any Government, Semi-Government, Autonomous body or any other organization.
- ii) that I/we have carefully read & understood the Terms & Conditions and specification of the required item(s)/article(s) whatever has been stated herein the Bidding Documents and abide to the same.
- iii) that I/we have briefly seen/understood all the required item(s)/article(s) for which I/we am/are bidding for, and ensure to supply the item(s)/article(s) exactly as per requirement.

Signature : _____

Name : _____

Designation : _____

Dated: _____

Stamp : _____



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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SECTION-V.

TECHNICAL SPECIFICATIONS

TECHNICAL/FINANCIAL PROPOSAL

The major events generally organized by the Board are as under:-

- Students' Week/Inter-School Competitions
- Inter-School Sports Tournaments
- Prize Distribution Ceremonies
- Pakistan Day (23rd March)
- Defence Day (6th September)
- Independence Day (14th August)
- Milad-un-Nabi ﷺ
- Result Declaration Ceremonies
- Teachers' Training/Academic Workshops
- Other Academic, co-curricular and official activities/events

<u>S.</u> <u>NO.</u>	<u>DESCRIPTION</u>	<u>RATES INCLUDING</u> <u>ALL TAXES</u>
1)	Organizing Events (outside from the premises of Board) such as Sports Festival, Contests etc. including arrangement of Grounds (Cricket, Hockey and Table Tennis etc.), Tent, Qanaat & Decoration, SMD Screen, Photography, Videography and other miscellaneous charges of all operations including taxes, transportation, labour, material etc. Complete in all respects on turnkey basis.	Charges per day
2)	Lighting on Board's Building for different occasions i.e Independence Day, Eid Milad-un-Nabi, etc. including LED Lights (multi colour/multi design/fancy), Chain, Roter Machine Flasher, Coils, Switches and other miscellaneous charges of all operations including taxes, transportation, labour, material etc. Complete in all respects on turnkey basis.	Charges per day



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<u>S.</u> <u>NO.</u>	<u>DESCRIPTION</u>	<u>RATES INCLUDING</u> <u>ALL TAXES</u>
3)	Box containing: Samosa/Cake Sweets/Confectionery Juice Sandwich/Burger	_____ Charges per Box
4)	Box containing: Samosa/Cake Sweets/Confectionery Water Bottle Sandwich/Burger	_____ Charges per Box
5)	Box containing: Samosa/Cake Sweets/Confectionery Cold Drink Sandwich/Burger	_____ Charges per Box
6)	Box containing: Chicken Biryani 1/2 Kg. Cold Drink	_____ Charges per Box
7)	Box containing: Chicken Biryani 1/2 Kg. Water Bottle	_____ Charges per Box
8)	Gift Box/Goody Bag for children containing: Chocolate Biscuit Baloon Cocomo Vissel/Baaja	_____ Charges per Box/Bag



BOARD OF SECONDARY EDUCATION, KARACHI

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DECORATION ITEMS **(including delivery & transportation)**

<u>S. NO.</u>	<u>DESCRIPTION</u>	<u>RATES INCLUDING ALL TAXES</u>
1)	Stage Setup/Decoration according to the nature of Event including Sofa/Chairs (with Real Flowers)	Charges per day for each
2)	Stage Setup/Decoration according to the nature of Event including Sofa/Chairs (with Artificial Flowers)	Charges per day for each
3)	Sound System with Microphones and Speakers	Charges per day for each
4)	Fancy Chair with Cushion (Standard)	Charges per day for each
5)	Fancy Chair with Cushion (Executive)	Charges per day for each
6)	Sofa (Standard)	Charges per day for each
7)	Sofa (Executive)	Charges per day for each
8)	Spot Light	Charges per day for each
9)	Panaflex Banner (10 x 5)	Charges per day for each
10)	Panaflex Banner (8 x 5)	Charges per day for each
11)	Standeers for Panaflex (10 x 5)	Charges per day for each



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

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DECORATION ITEMS **(including delivery & transportation)**

<u>S.</u> <u>NO.</u>	<u>DESCRIPTION</u>	<u>RATES INCLUDING</u> <u>ALL TAXES</u>
12)	Standeers for Panaflex (8 x 5)	Charges per day for each
13)	Tent (Shaamiyana) 15" x 30"	Charges per day for each
14)	Qanaat 15" x 7"	Charges per day for each
15)	Water Cooler/Tanki	Charges per day for each
16)	Pedestal Fan	Charges per day for each
17)	Dining Table with Cover	Charges per day for each
18)	Burner with stand for Dining Table	Charges per day for each
19)	Table Spoon (Steel)	Charges per day for each
20)	Tea Spoon (Steel)	Charges per day for each
21)	Dish Spoon (Steel)	Charges per day for each
22)	Dish (Steel)	Charges per day for each
23)	Thaal (Steel)	Charges per day for each



BOARD OF SECONDARY EDUCATION, KARACHI

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DECORATION ITEMS **(including delivery & transportation)**

<u>S.</u> <u>NO.</u>	<u>DESCRIPTION</u>	<u>RATES INCLUDING</u> <u>ALL TAXES</u>
24)	Plate (Steel) Big	Charges per day for each
25)	Plate (Steel) Small	Charges per day for each
26)	Plate (Ceramic) Big	Charges per day for each
27)	Plate (Ceramic) Small	Charges per day for each
28)	Dish (Ceramic)	Charges per day for each
29)	Jug (Steel)	Charges per day for each
30)	Glass (Steel)	Charges per day for each
31)	Carpet	Charges per day for each
32)	Chandni	Charges per day for each
33)	Daree	Charges per day for each
34)	Waiter (Male)	Charges per day for each
35)	Waiter (Female)	Charges per day for each



BOARD OF SECONDARY EDUCATION, KARACHI

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CATERING ITEMS **(including delivery & transportation)**

<u>S. NO.</u>	<u>DESCRIPTION</u>	<u>RATES INCLUDING ALL TAXES</u>
1)	Chicken Biyani 10 Kg. (دیگ)	_____ each Degh.
2)	Beef Biyani 10 Kg. (دیگ)	_____ each Degh.
3)	Mutton Biyani 10 Kg. (دیگ)	_____ each Degh.
4)	Chicken Pulao 10 Kg. (دیگ)	_____ each Degh.
5)	Beef Pulao 10 Kg. (دیگ)	_____ each Degh.
6)	Mutton Pulao 10 Kg. (دیگ)	_____ each Degh.
7)	Mutton Pulao 05 Kg. (دیگ)	_____ each Degh.
8)	Chicken Qourma 10 Kg. (دیگ)	_____ each Degh.
9)	Beef Qourma 10 Kg. (دیگ)	_____ each Degh.
10)	Mutton Qourma 10 Kg. (دیگ)	_____ each Degh.
11)	Mutton Qourma 05 Kg. (دیگ)	_____ each Degh.
12)	Zarda (Special) 10 Kg. (دیگ)	_____ each Degh.



BOARD OF SECONDARY EDUCATION, KARACHI

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CATERING ITEMS **(including delivery & transportation)**

<u>S. NO.</u>	<u>DESCRIPTION</u>	<u>RATES INCLUDING ALL TAXES</u>
13)	Naan	_____ each
14)	Taftaan	_____ each
15)	Shirmaal	_____ each
16)	Sweet/Confectionery Box 1 Kg. Dilpasand or equivalent	_____ Per Kg.
17)	Sweet/Confectionery Box 1/2 Kg. Dilpasand or equivalent	_____ each Box
18)	Sweet/Confectionery Box 1/4 Kg. Dilpasand or equivalent	_____ each Box
19)	Lab e Shereen	_____ per Kg.
20)	Cold Drink (Regular)	_____ each Bottle
21)	Cold Drink 345 ml (Disposable Bottle)	_____ each Bottle
22)	Cold Drink 500 ml (Disposable Bottle)	_____ each Bottle
23)	Juice (Slice/Nestle or equivalent) 200 ml tetra pack	_____ each Bottle/Pack
24)	Juice (Slice/Nestle or equivalent) 250 ml tetra pack	_____ each Bottle/Pack



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<u>S.</u> <u>NO.</u>	<u>DESCRIPTION</u>	<u>RATES INCLUDING</u> <u>ALL TAXES</u>
25)	Water Bottle 500 ml (Nestle or equivalent)	_____ each Bottle
26)	Water Bottle 1000 ml (Nestle or equivalent)	_____ each Bottle

<u>S.</u> <u>NO.</u>	<u>DESCRIPTION</u>	<u>RATES INCLUDING</u> <u>ALL TAXES</u>
1)	Photography (with printed Photos & Albums)	_____ Per day
2)	Videography	_____ Per day
3)	Drone Coverage	_____ Per day



BOARD OF SECONDARY EDUCATION, KARACHI

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B.O.Q

	<i>Rupees In Figures</i>	<i>Rupees In Words</i>
Total cost of the Bid: (as offered by the Bidder)		
Bid Security (Refundable)		
Upto 5% (five percent) amount of the Contract Price Performance Security (Refundable)		

SUMMARY OF TURN-OVER OF LAST THREE YEARS		
<i>YEAR-2023</i>	<i>YEAR-2024</i>	<i>YEAR-2025</i>
TOTAL:		



BOARD OF SECONDARY EDUCATION, KARACHI

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CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to provide the services exactly in accordance with the requirements and enclosed the Tender Fee & Bid Security payable to Board of Secondary Education, Karachi.

SIGNATURE WITH DATE: _____

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

FULL NAME OF CONCERNED PERSON: _____

CNIC NUMBER: _____

POSITION HELD IN: _____

PHONE NUMBER(S): _____

MOBILE NUMBER(S): _____

FAX NUMBER(S): _____

NATIONAL TAX NUMBER: _____

GENERAL SALES TAX NUMBER: _____

STAMP OF THE FIRM: _____

PAY ORDER NUMBER: _____

BANK & BRANCH NAME: _____

DATED: _____

FOR RUPEES: _____

DRAWN: _____

as Bid Security is enclosed herewith.



BOARD OF SECONDARY EDUCATION, KARACHI

NAZIMABAD KARACHI-75990

No. BSE/P&P/460/2026

Dated 08-09-2026

NOTICE INVITING TENDER

Sealed bids are invited from interested suppliers/firms for items mentioned below:-

S. No.	Name of Items	Bid Security	Tender Fee	Completion Time
1.	Procurement of Services for Board's Annual Events/ Occasions (Annual Contract)	Rs.360,000/- (Rupees Three Lac Sixty Thousand only) (Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi	Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi	One week after assignment of each task which may be increased or decreased due to demand of time/situation

NOTE:-

(Complete specification of above items are mentioned in bid documents)

2. ELIGIBILITY CRITERIA

- Tender Fee @ Rs.2,000/- (Rupees Two Thousand only) (Non-Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi.
- Bid Security @ Rs.360,000/- (Rupees Three Lac Sixty Thousand only) (Refundable) in shape of Pay Order in the name of Secretary, Board of Secondary Education Karachi.
- 03 years experience in the relevant field.
- Turn-over of last three years having a sum of minimum Rs.36,000,000/- (Rupees Thirty-six Million) (copy of Financial Statement/Audit Report be attached).
- Registration with EPADS (SPPRA).
- Registration with Federal Board of Revenue (FBR), for Income Tax and Sales Tax.
- Registration with the Sindh Revenue Board (SRB).
- An Undertaking on Stamp Paper (Rs.200/-) as per specimen attached with Bid documents.

3. Method of Procurement: (Single Stage One Envelope Procedure).

4. Bidding/Tender Documents:.

- Issuance: Bid Documents will be issued from the first date of publication/hoisting to Tuesday 29-09-2026 up to 01:30 p.m.
- Submission: Last date will be Tuesday 29-09-2026 up to 02:00 p.m.
- Opening: will be opened on Tuesday 29-09-2026 up to 02:30 p.m.

5. Terms & Conditions:

- Under following conditions bid will be rejected:-
 - Conditional bids/tenders.
 - Bids not accompanied by Tender Fee and Bid Security of required amount and form.
 - Bids received after specified date and time.
 - Bids of Blacklisted firms.(Detailed Terms & Conditions are mentioned in bid documents).
- Bid Validity Period:** 90 days from the date of opening of Tender.
- Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules-2010 (Amended up to date).
- Purpose and Scope:** Smooth conduct of SSC Examinations.

- In case any inconvenient situation created in the city or public holiday is declared by the Government on the date of opening of tender, the next official working day shall deemed to be the last date for issuance, submission and opening of bids/tenders at the same time as mentioned.

(Convener Procurement Committee)
BOARD OF SECONDARY EDUCATION KARACHI
NAZIMABAD KARACHI-75990

BOARD OF SECONDARY EDUCATION, KARACHI

KARACHI - 75990

No. BSE/P&P/449/2026

Dated 07-09-2026

NOTIFICATION

Subject: CONSTITUTION OF PROCUREMENT COMMITTEE FOR THE FINANCIAL YEAR 2026-2027 & ONWARDS

It is hereby notified for information of all concerned that the Chairman has been pleased to constitute the Procurement Committee for the financial year 2026-2027, under Rule-7 & 8 of SPPRA Rules-2010 (Amended up to date). The Procurement Committee shall comprise of the following Officers:-

- | | |
|--|---------------------------------------|
| 1) Syed Muneer Hasan
Research Officer, Board of Secondary
Education Karachi | Convener |
| 2) Prof. Abdul Latif
Associate Professor, Govt. College for Men,
Nazimabad No.2 Karachi | Member other than
Procuring Agency |
| 3) Mr. Jawed Ahmed
Acting Audit Officer, Board of Secondary
Education Karachi | Member |
| 4) Mr. Muhammad Nadeem Ikram
Assistant Secretary, Board of Secondary
Education Karachi | Member/Secretary of Committee |
| 5) Mr. Kaleemullah
Assistant Secretary, Board of Secondary
Education Karachi | Member |

The above Officers are further directed to acquire essential training of EPADS as & when announced by SPPRA .

Functions and Responsibilities of Procurement Committee (TORs)

Procurement committee(s) shall be responsible for;

- (1) Preparing and/or Reviewing bidding documents;
- (2) Carrying out technical as well as financial evaluation of the bids;
- (3) Preparing evaluation report as provided in Rule 45;
- (4) Making recommendations for the award of contract to the competent authority; and
- (5) Perform any other function ancillary and incidental to the above.
- (6) Two-third of the members shall form the quorum and presence of one outside member shall be mandatory.
- (7) The decision of the Procurement Committee shall be taken on the basis of majority of votes of the total strength of the Committee.



(MUHAMMAD NADEEM IKRAM)
Assistant Secretary (P&P)

Copy to: -

- 1) P.S to Chairman
- 2) P.A to Secretary
- 3) P.A to Controller of Examinations

BOARD OF SECONDARY EDUCATION, KARACHI

KARACHI - 75990

No. BSE/P&P/2041/2026

Dated 30-06-2026

NOTIFICATION

Subject: CONSTITUTION OF COMPLAINT/GRIEVANCE REDRESSAL COMMITTEE (CRC/GRC) FOR THE FINANCIAL YEAR 2026-2027 & ONWARDS

It is hereby notified for information of all concerned that the Chairman has been pleased to constitute Complaint/Grievance Redressal Committee (CRC/GRC) of the Board of Secondary Education Karachi, for the financial year 2026-2027 & onwards, under Rule-31 of SPPRA Rules-2010 (Amended up to date). The Committee shall comprise of the following Officers:-

- | | | |
|----|--|--------------------------------------|
| 1) | Chairman, Board of Secondary Education Karachi | Convener |
| 2) | Representative of the Accountant General, Sindh | Member |
| 3) | Secretary, Board of Intermediate Education Karachi | Member
(Independent Professional) |

This issues with approval of the Authority.


(MUHAMMAD NADEEM IKRAM)
Assistant Secretary (P&P)

Copy to: -

- 1) P.S to Chairman
- 2) P.A to Secretary
- 3) P.A to Controller of Examinations